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Bulletin Number 16591BR

Type of Recruitment Interdepartmental Promotional Opportunity

Department Human Resources Countywide Exams

Position Title STAFF ASSISTANT I

Exam Number R0907G

Filing Type Open Continuous

Filing Start Date 18-Mar-2013

Salary Type Monthly

Salary Minimum 3072.82

Salary Maximum 4016.64

Position/Program Information Has responsibility for the housekeeping and record keeping functions, and conducts administrative studies of internal operations and procedures as an assistant to the manager of a line operation in a County department.

Positions allocable to this class work for managers of line organizations of County departments and perform assignments which are heavily oriented toward coordination and liaison activities related to clerical supervision, procurement, procedures, report preparation and records maintenance, and intradepartmental services; the consequences of action are generally restricted to the operating unit served.

Essential Job Functions

- Analyzes and makes recommendations to the unit manager for the resolution of problems of work procedure and space allocation; and participate in the implementation of changes resulting from recommendations as needed.
- Prepares reports and projections of workload and staffing for the manager of the unit.
- Coordinates and resolves problems between the unit served and departmental housekeeping, payroll, personnel, and reproduction services.
- Has responsibility for evaluating, ordering, maintaining, loaning, and inventorying supplies and equipment, and for resolving procurement problems with the departmental supply officer.
- Supervises clerical personnel with responsibility for assigning and reviewing work, orientation, training, development and evaluation of work performance as needed.

Requirements

SELECTION REQUIREMENTS:

OPTION I: One year's experience in either:

- a staff capacity* analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, -OR-
- a highly responsible secretarial capacity**, -OR-
- a responsible supervisory clerical capacity***.

OPTION II: A certificate of completion for Staff Assistant Certificate Program**** that clearly indicates the name of the candidate and date of certification approved by the Director of Personnel.

Physical Class

Physical Class II – Light: Light physical effort which may include

Special Requirement Information

occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

*Staff capacity is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County class of Administrative Aid or higher.

**Highly responsible secretarial capacity is defined as experience at the level of Los Angeles County's class of Secretary III or higher.

***Responsible supervisory clerical capacity is defined as experience at the level of Los Angeles County's classes of Intermediate Supervising Clerk or Intermediate Supervising Typist Clerk or higher.

To qualify under Option II, applicants **MUST** submit a copy of successful completion of the **** Staff Assistant Certification Program, which certifies that the candidate has fulfilled the prescribed course curriculum (Five Modules: Interpersonal Relations and Supervisory Skills; Problem Solving through Thinking Critically; Written and Oral Business Communications; Introduction to Statistics and Quantitative Analysis; and Intermediate Statistics and Data Interpretation) for Staff Assistant in the Los Angeles County Learning Academy Staff Assistant Certificate Program **AT THE TIME OF FILING**.

Withhold Information:

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Verification of Experience:

Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION OR RESCISSION OF PROMOTION**.

Examination Content

This examination will consist of two (2) parts:

Part I - A written test covering Data Collection Principles and Methodology; Office Practices and Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical Ability); and Reading Comprehension **weighted 50%**.

PART II - A Work Styles Assessment (WSA) computerized test that will measure Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability **weighted 50%**.

- **NOTE:** Applicants that have taken identical test parts for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for Staff Assistant II, Exam Number R0913H, will take the identical written and computerized test components one time only. The resulting score will be transferred to all examinations for which you have applied.

Scores may also be applied for future exams.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on each weighted part of the the examination in order to be placed on the eligible register.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website:
http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

In accordance with CSR 6.02(3), participants of Staff Assistant Certificate offered by the Los Angeles County Learning Academy who have successfully completed and have received the Certificate of Proficiency are allowed to compete in this promotional examination.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los

Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads " APPLY TO JOB ". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

To apply online, please click the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=16591BR

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**Department
Contact Name**

Eric De Guia or Regina Lowery

**Department
Contact Phone**

213-738-2084

**Department
Contact Email**

edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov

**ADA Coordinator
Phone**

213-351-2951

Teletype Phone

800-899-4099

California Relay

800-735-2922

Services Phone

**Alternate TTY
Phone**

800-897-0077

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